



CAPRICORN DISTRICT MUNICIPALITY

SUBSISTENCE AND TRAVEL ALLOWANCE POLICY

Policy Number: 4/8/2	Date of Approval: 10 December 2010
Date of Effect: 10 December 2010	Date of review: Annually

Notwithstanding the review date as shown, this policy shall remain effective until approved otherwise by Council and may be reviewed on an earlier date as deemed necessary.

M

TABLE OF CONTENTS

Contents	Page
1. Preamble	1
2. Definitions	1
3. Principles	2
4. Scope of Application	3
5. Legislative framework	3
6. Section A: Re-imburement of travel and subsistence expenses (municipal officials)	4
6.1. Re-imburement of expenses of accommodation, subsistence and travel	4
6.1.1. Accommodation	4
6.1.2. Subsistence reimbursement	4
6.2. Travel reimbursement-local trips	5
6.3. Travel reimbursement –foreign trips	5-8
6.4. Subsistence reimbursement conditions	8
6.5. Domestic Air travel	8
6.6. International travel	8
6.7. Travel classes	9
6.7.1. Domestic travel	9
6.7.2. International travel	9
6.8. Insurance cover	9
6.8.1. Domestic travel	9
7.1. loss or theft of the official traveller's valuables	10
7.2. International travel cover	10
8. Special travel privileges and obligations	11
8.1. travelling with family members	11
9. Travelling for purposes of attending job interviews	11
Section B: Re-imburement of travelling and subsistence allowance: councillors	13
10. Reimbursement of expenses of accommodation, subsistence and travel	13
10.1. Accommodation	13
10.2. Subsistence reimbursement	13
10.3. Travel reimbursement –local trips	14
10.4. Travel reimbursement – foreign trips	14
10.5. Subsistence reimbursement conditions	17
10.6. Domestic air travel	17
10.7. International travel	17
10.8. Travel classes	18
10.8.1. Domestic air travel	18
10.8.2. International travel	18
11. Insurance cover	18
11.1. Domestic travel	18
11.1.1. Damages, losses, and/or theft of hired vehicle	18
11.2. Loss or theft of the official traveller's valuables	19
11.3. International travel cover	19
12. Special travel privileges and obligations	19

Lu

12.1. Travelling with family members	19
12.2. Travelling during serious illness or death	20
13. Approval	20

10

1. PREAMBLE

The purpose of this policy is to provide guidelines to cover reasonable costs incurred by municipal officials and councillors when performing duties outside the municipal area. In view of the fact that municipal officials and councillors will, from time to time, be expected to perform duties away from their normal place of work, it is essential that a clear policy guidelines be provided regarding the undertaking for reimbursement of such journeys and the subsistence costs for such travels.

The policy framework also seeks to provide the basis and procedure for the reimbursement of travel expenses for the municipal officials and councillors. The approach here is to take a common application to treatment of official travel for municipal officials and councillors who will be involved in official travel. The applications of this policy will be in line with the provisions of the car/travel policy that has been developed and approved by the municipality.

2. DEFINITIONS

In the context of this policy, the following words shall have the meanings assigned to them hereunder, namely:

- 2.1 **Official:** The staff member of the Capricorn District Municipality ("CDM")
- 2.2 **Councillor:** A member of the Capricorn District Municipality ("CDM") mayoral council
- 2.3 **Political Principal:** Executive Mayor, Chief Whip and the Speaker.
- 2.4 **Daily allowance:** Allowance granted to compensate for expenses where actual expenditure is claimed.
- 2.5 **Normal place of work:** The office / buildings where the councillor and official is required to perform his / her main duties. For purposes of this policy, this will be CDM offices, 41 Biccard Street. Polokwane
- 2.6 **Official Journey:** Official Journey is regarded as the journey outside the normal place of work that is undertaken by an official or councillor to perform official duties.
- 2.7 **Reasonable costs:** The costs associated with the journey that is granted by the designated authority.
- 2.8 **Family:** For the purpose of this policy "family" means an immediate family member for example father, mother, grandfather, grandmother, wife, brother, sister (not exceeding 2), and children.
- 2.9 **Fixed daily subsistence allowance:** daily subsistence allowances payable in circumstances where actual expenses are not claimed.
- 2.10 **Official traveller:** any officer employed by the CDM, council member, and any consultant, facilitator, interviewee who travels on the invitation of the Municipality.

2.11 **Accommodation expenses:** expenditure in respect of lodging, meals (including non-alcoholic beverages), dry cleaning and laundering.

2.12 **Valuables:** Any asset or personal property of the official or councillor.

2.13 **DPSA:** Department of Public Service and Administration.

2.14 **Domestic air travel:** travelling by flight within the borders of the Republic of South Africa (RSA).

2.15 **International travel:** Travelling by flight outside the borders of RSA.

2.16 **Subsistence and Travel Allowance:** A subsistence and Travel allowance is any allowance given to municipal official and councillor for expenses incurred or to be incurred in respect of personal subsistence and incidental costs. A subsistence and travel allowance is an amount of money paid by the municipality to an official or councillor to cover the following expenses that may be incurred while performing official duties outside the normal place of work:

- meals (excluding gratuities);
- incidentals costs such as refreshments, snacks, drinks and newspapers; and
- all business-related travel.
- Staying with a relative and friends.

A subsistence allowance does not cover any personal recreation, such as visit to a cinema, theatre, nightclubs or sightseeing.

3. PRINCIPLES

- 3.1 Capricorn District Municipality (hereafter referred to as "CDM") will pay for expenses that are incurred on official journeys justifiably undertaken by councillors and officials in the interest of CDM. The tariff for kilometres travelled shall be determined in terms of the **National Department of Transport** for both councillors and officials.
- 3.2 Strict monitoring will ensure that the allowances are not abused and will be implemented consistently throughout CDM.
- 3.3 The travel and subsistence expenses must be necessarily incurred in the performance of the duties of the office or employment
- 3.3 The official must be temporarily away from his/her normal place of work in the performance of the duties of his/her office or employment

- 3.5 In order to qualify for the utilization of official journeys, there must be a particular official function or duty to be performed and a trip authorization must be completed.
- 3.6 Municipal Officials and councillors who travel on the business of the municipality must comply with this policy.
- 3.7 Officials and councillors' journeys are reimbursed in cases where work must be performed away from normal place of work.
- 3.8 Compensation for official journeys is designed to cover the reasonable costs by officials and councillors for expenditure incurred as a result of the journeys.
- 3.9 No journeys will be undertaken while off-duty, unless instructed to do so by a designated authority of CDM.
- 3.10 Officials and councillors must claim individually for their expenses.

4. SCOPE OF APPLICATION

- 4.1 This policy applies to all municipal officials and councillors of Capricorn District Municipality. Some of the clauses of the policy will apply to extended associates, e.g. officials and councillors family members and interviewees of the municipality.
- 4.2 In terms of the Income Tax Act provisions, employees travelling to other destinations for official purposes may be granted an ad hoc travel and subsistence allowance. It is the responsibility of every representative who travels on municipal business to comply with this policy.
- 4.3 The implementation of this policy shall be within the confines and provisions of the Municipal Finance Management Act (MFMA) to ensure adequate accountability and responsibility. The policy shall be utilized as a framework that provides for minimum conditions.
- 4.4 This policy applies to all municipal officials and councillors of CDM.

5. LEGISLATIVE FRAMEWORK

The following statute provide for this policy:

- 4.1.1 Municipal Finance Management Act – 56 of 2003
- 4.1.2 Municipal Structures Act – 117 of 1998
- 4.1.3 Municipal Systems Act – 32 of 2000
- 4.1.4 Conditions of Employment Agreement, 1994

6. SECTION A: REIMBURSEMENT OF TRAVEL AND SUBSISTANCE EXPENSES (MUNICIPAL OFFICIALS)

6.1 Reimbursement of expenses of accommodation, subsistence and travel

6.1.1 Accommodation

6.1.1.1 The Municipal Manager will be allowed to make use of a 5 star (Unlimited) accommodation per night for bed and breakfast. (See rates table below on 6.3.9).

6.1.1.2 All other Municipal officials will be allowed to make use of a 3 star accommodation per night for bed and breakfast. (See rates table below on 6.3.9).

6.1.1.3 Where a municipal official has to accompany the Municipal Manager on official business upon their request, the same benefit, as per his/her superiors, shall apply.

6.1.1.4 Wherein municipal official accommodation is not used an official will be paid a flat amount of R350 per night for accommodation, meals and incidental costs.

6.1.2 Subsistence Reimbursement

6.1.2.1 Where the accommodation to which the allowance relates, is in South Africa, an amount equal (see table below for rates) to the following is deemed to be expended for each day or part of a day in the period during which the employee is absent from his / her usual place of residence for the following:

- (i) A daily allowance for only incidental costs.
- (ii) A daily allowance for meals **and** incidental costs.

6.1.2.2 Where the accommodation to which the allowance or advance relates, is outside South Africa, the deemed amount is indicated as per the DPSA financials manual.

6.1.2.3 The municipal official will only be reimbursed for expenses upon submission of relevant invoices and other supporting documentation.

6.1.2.4 Where municipal official bears the cost of subsistence relating to such travel, employees'

tax must not be deducted from the subsistence allowance, regardless of whether or not the deemed amounts and / or prescribed periods are exceeded

6.2 Travel Reimbursement - Local Trips

- 6.2.1 The Municipal Manager will be allowed to fly economy class.
- 6.2.2 All other Municipal officials will be allowed to fly economy class.
- 6.2.3 The calculation of the allowance will take effect from the hour the official departs from the office or home (which ever is the latest) and end on the hour the officer arrives back at the office or home (whichever one is the earliest).
- 6.2.4 Municipal officials at post level 2 and below are allowed to claim travel expenses after travelling 60km from the office.

For Example:

Employee (A) travels 61 km: 61km claimable.

Employee (B) travels 59 km: not claimable.

- 6.2.5 Reimbursive kilometres are payable up to an engine capacity of 3000 cm².
- 6.2.6 Municipal officials are allowed to travel up to a maximum of 2000 kilometres per month.
- 6.2.7 Municipal officials travelling in excess of 2000 kilometres per month should seek prior approval from their departmental head 5 days before departure.

6.3 Travel Reimbursement - Foreign trips

- 6.3.1 Accommodation arrangements with regard to travelling abroad must be made through the Contracted Travel Agent. The contracted Travel Agent will also do arrangements with regard to traveller's cheques and *visa's*.
- 6.3.2 For travelling abroad, a non-taxable allowance shall be payable as per the DPSA financials manual. Advances in respect of the allowance shall be requested ten (10) working days in advance to the Finance section. Advances should be paid seven (7) days before departure.

The following must accompany an advance form:

6.3.3 Submission/memorandum with the Municipal Manager's approval.

- Trip plan
- Calculation of advance
- Approved Trip Authorization form

6.3.4 Allowances for travelling abroad are to be calculated when an official is away from his/her municipal area for 24 hours or longer. The calculation of the allowance will take effect from the hour the officer departs from the office or home (which ever is the latest) and end on the hour the officer arrives back at the office or home (whichever one is the earliest).

6.3.5 Foreign allowances are non-accountable, meaning that no receipts and invoices need to be submitted to the Finance section. Only travel and subsistence claims should be submitted for accounting and audit purposes.

6.3.6 Accommodation expenses, dry-cleaning and laundry expenses are not included in the non-accountable allowance. A Contracted Travel Agent will charge these costs directly to the municipal account or a traveller can claim these expenses.

6.3.7 The non-accountable allowance shall be used to cover meals and incidental expenses. There could be special circumstances that advance payments are granted to cover hotels cost. Should this be the case, these payments shall be based on the prescribed costs for local and international rates.

6.3.8 An official must settle any other extra items before departure from the hotel.

6.3.9 Rates table: Applicable to Municipal Officials only.

Allowance/Staff Category	Rates	
Municipal Manager.	5 star hotel(Unlimited)	
Accommodation- Municipal Manager.		
Car Rental	Group C	
Domestic Air Travel	Economy Class	
International Air Travel	Business Class	
Municipal Officials.		
Accommodation	3 star hotel	
Car Rental	Group B	
Domestic Air Travel	Economy Class(unless specifically authorised)	
International Air Travel	Business Class	
Wherein municipal official accommodation is not used.	R350	
Subsistence - Municipal Officials:		
(i) A daily allowance for only incidental costs upon submission of proof of expenditure.	R100.00(Maximum)	
(ii) Sleep out allowance(out of office allowance.)	R150(Maximum)	
(iii) Foreign daily allowance	As per the DPSA financials manual.	
Breakfast	R45.00(Max)	Breakfast can only be claimed if not included in hotel arrangements.
Lunch	R80.00(Max)	More than five hours out of the office.
Dinner	R120.00(Max)	Dinner can only be claimed when an official returns to his/her residence after 19:00.
Refreshments	R40 (Max)	Per meal per person
Travel Reimbursement for Municipal Officials	As per the National Department of Transport Rates claimable after travelling in excess of 60km from the office.	
	Reimbursive kilometres are payable up to an engine capacity of 3000 cm ³ .	
	As per the National Department of Transport Rates claimable after travelling in excess of 60km .	
An amount to be paid to interviewees of CDM for travelling expenses.		

6.3.9.10 Exemptions to the Sleep-out Allowance:

- I. The sleep out allowance cannot be claimed when employees are attending mass events such as Funerals, sporting events departmental strategic planning.
- II. Bursary holders are also not eligible to claim any sleep out allowance when attending study classes or writing examinations.

6.4 Subsistence Reimbursement Conditions

- 6.4.1 Receipts of meals should be kept and attached to the claim form to be submitted to Finance section. The Municipality will only pay for two (2) non-alcoholic drinks per meal per person. This condition is not applicable to official claiming fixed daily subsistence allowance.(see rates table)
- 6.4.2 Breakfast, lunch and dinner can only be claimed if not included in hotel arrangements.
- 6.4.3 Advances should be considered for all international trips for expenses regarding meals, private transport, and special daily allowances.
- 6.4.4 The original Travel and Subsistence Advance form, a copy of Trip Authority form and the estimate of expenditure should be submitted to the Finance Section Ten (10) working days before the trip.

6.5 Domestic air travel

- 6.5.1 An official or secretary must complete the approval of official travel, travel plan and accommodation form.
- 6.5.2 The Accounting Officer and or delegated official must approve the trip before reservations are finalized and travel documents are issued.
- 6.5.3 The Approving Manager and/or Accounting Officer must ensure that funds are available before he/she could authorize expenditure on the trip.
- 6.5.4 A manager must forward the signed, approved and authorized form to Finance Section.
- 6.5.5 Travel arrangements shall be concluded after all the above steps have been followed.

6.6 International travel

- 6.6.1 An official travelling abroad must get prior approval from the Municipal Manager of Capricorn District Municipality in a form of memorandum detailing estimated expenditure as well as the availability of funds to be utilized in this regard.

- 6.6.2 Furthermore, expenditure authorization must be obtained from the relevant manager.
- 6.6.3 The Manager: Corporate Service must verify details of the trip.
- 6.6.4 An official must complete the travel plan and trip authorisation.
- 6.6.5 The Approving Manager and/or Accounting Officer must ensure that funds to undertake such a trip are available before he/she could authorize expenditure on the trip.
- 6.6.6 An official must forward the signed, approved and authorized form to Finance Section.
- 6.6.7 Travel arrangements shall be concluded after the above steps have been followed.

6.7 Travel classes

6.7.1 Domestic travel

- 6.7.1.3 The Municipal Manager must travel in economy.
- 6.7.1.4 Other officials must also travel in economy class.
- 6.7.1.5 For an official who uses his vehicle where an air ticket can be provided, the amount of money equivalent to an air ticket would be paid to the said official.

6.7.2 International travel

- 6.7.2.3 The Municipal Manager may travel in business class or economy class according to his/her choice.
- 6.7.2.4 Other officials must also travel in Business class.

6.8. Insurance cover

6.8.1 Domestic travel

6.8.1.1 Damages, losses, and/or theft of hired vehicle

- 6.8.1.2 CDM will purchase individual insurance policies through the contracted Travel Agent to cover for the following damages.

6.8.1.3 Full damage to a vehicle, towing and assessor's charges. In the case of the vehicle being written-off or hijacked the full replacement value of a vehicle will be covered.

6.8.1.4 An official, who takes over a hired vehicle, shall ensure that any damage or deficiency is immediately brought to the attention of a car hire company. All damages (scratches, dents, etc.), missing equipments (jerk, spare wheel, etc.) must be noted on the vehicle checklist before an official drives-off.

6.8.1.5 An official must check the vehicle again and findings be noted on the vehicle checklist when the vehicle is returned to the car hire company. Should a case of damage, loss, deficiency or theft occur whilst the vehicle is on a trip, the official must report the matter to the nearest police station immediately, a report must be submitted to the rental agency and on his/her, return to the Municipality must immediately inform the Corporate Service section in writing.

6.8.1.6 Should an official be involved in an accident while driving a hired vehicle, the accident report must be supplied to a car hire company and a copy thereof, must be supplied to the Corporate Service section.

6.8.1.7 Officials should obey traffic laws and regulations.

6.8.1.8 An official who takes over a hired vehicle, must ensure that the following insurance covers had been included in his/her travel package 1. Super Damage Waiver (SDW). 2. Towing and 3. assessor's charges cover; and Super Loss Waiver (SLW) for theft or hijackings cover.

7.1. Loss or theft of the official traveller's valuables

7.1.1 The Municipality will compensate an official for loss suffered through theft or loss of his/her valuables while on official travel trip.

7.1.2. An official must report the loss or theft to the nearest police station within 24 hours.

7.1.3. A case number; report on the loss or theft and supporting documents to substantiate the alleged value of the valuables must be submitted to the Corporate Service section.

7.1.4. Corporate Services will determine the amount for compensation.

7.2. International Travel Cover

7.2.1. The Municipality will purchase individual insurance policies with Contracted Travel Agent to cover the following:

- Medical expenditure.

- Accidental death and permanent disability in air or on land.
- Personal liability.
- Loss of valuables.

7.2.2 An official must ensure that these insurance covers are included by a Contracted Travel Agent in the travel package.

7.2.3 An official must also request collision damage waiver and theft loss waiver insurance covers when arranging for hired vehicle with Contracted Travel Agent. The Municipality will be liable for excesses payment arising from a claim against the Municipality.

8. Special Travel Privileges and Obligations:

8.1 Travelling with family members.

8.1.1 Officials with infants and children under the age of 3 will be allowed to travel with them and a helper, accommodation will be paid, on daily rates per unit and not as per person occupying the unit and a daily incidental and meals allowance of R250.00 will be paid out to him/her.

8.1.2 Officials living with disability and requiring additional assistance will be allowed to travel with a helper and, accommodation will be paid.

8.1.3 Hosting institutions issuing invitations to employees requiring them to be accompanied by their partners must indicate beforehand who the bearer of the cost (for the partner) will be.

8.1.4 When the function / invitation are in the interest of the institution, a subsistence claim can be claimed by an employee to subsidise the cost towards an accompanying partner. Prior approval must however be obtained from the Municipal Manager.

8.1.5 The mode of transport to be utilized will be on road transportation, claimed per travelling allowance provisions for one vehicle or proof of alternative transport be submitted.

8.1.6 Wherein it turns to be cheaper than on road transport for both parties, an alternative transport shall be approved by the Municipal Manager, and for trips beyond borders of SA, both the Municipal Manger and the Chief Financial Officer shall approve.

9. Travelling for purposes of attending an job interview

9.1 CDM interviewees that have to travel for more than 60km for purposes of Job Related interviews will be paid according to the National Department of Transport rates.

9.2 The Municipality will consider the most cost effective mode of transport and accommodation.

A handwritten mark, possibly initials or a signature, located in the bottom right corner of the page.

SECTION B. REIMBURSEMENT OF TRAVELLING & SUBSISTENCE ALLOWANCE: COUNCILLORS

10 Reimbursement of expenses of accommodation, subsistence and travel.

10.1 Accommodation

10.1.1 The Executive Mayor, Speaker and Chief Whip will be allowed to make use of a 5 star (Unlimited) accommodation **(See rates table below on 10.4.9).**

10.1.2 Where a municipal official or councillor has to accompany the Executive Mayor, Speaker or Chief Whip on official business upon their request, the same benefit, as per his/her superiors, shall apply.

10.1.3 All other councillors will also be allowed to make use of a 4 star accommodation per night for bed and breakfast. **(See rates table below on 10.4.9).**

10.1.4 Councillors who are attending classes and training will only be allowed to make use of a 3 star accommodation.


10.2 Subsistence Reimbursement

10.2.1 Where the accommodation to which the allowance relates, is in South Africa, an amount equal (see table below for rates) to the following is deemed to be expended for each day or part of a day in the period during which the councillor is absent from his / her usual place of residence for the following

- (i) A daily allowance for only incidental costs.
- (ii) A daily allowance for meals **and** incidental costs.

10.2.2 Where the accommodation to which the allowance or advance relates, is outside South Africa, the deemed amount is indicated as per DPSSA financial manual.

10.2.3 The councillor will only be reimbursed for expenses upon submission of relevant invoices and other supporting documentation.

10.2.4 Where the councillor bears the cost of subsistence relating to such travel, employees' tax must not be deducted from the subsistence 

allowance, regardless of whether or not the deemed amounts and / or prescribed periods are exceeded.

10.3 Travel Reimbursement - Local Trips

- 10.3.1 The Executive Mayor will be allowed to fly economy class.
- 10.3.2 The Speaker, Chief Whip and members of the mayoral committee will also be allowed to fly economy class.
- 10.3.3 All other councillors will be allowed to fly economy class.
- 10.3.4 The calculation of the allowance will take effect from the hour the councillor departs from the office or home (whichever is the latest) and end on the hour the officer arrives back at the office or home (whichever one is the earliest).
- 10.3.5 Rates indicated below for travel reimbursement are in accordance National Department of Transport.
- 10.3.6 Reimbursive kilometres are payable up to an engine capacity of 3000 cm².

10.4 Travel Reimbursement - Foreign trips

- 10.4.1 Accommodation arrangements with regard to travelling abroad must be made through the Contracted Travel Agent. The contracted Travel Agent will also do arrangements with regard to traveller's cheques and *visa's*.
- 10.4.2 For travelling abroad, a non-taxable allowance shall be payable as per the DPSA financials manual. Advances in respect of the allowance shall be requested ten (10) working days in advance to the Finance section. Advances should be paid seven (7) days before departure.

The following must accompany an advance form:

- 10.4.3 Submission/memorandum with the Executive Mayor's approval.
 - o Trip plan
 - o Calculation of advance
 - o Approved Trip Authorization form
- 10.4.4 Allowances for travelling abroad are to be calculated when a councillor is away from his/her municipal area for 24 hours or longer. The calculation of the allowance will take effect from the hour the councillor departs from the office or home (which ever is the latest) and end on the hour the officer arrives back at the office or home (whichever one is the earliest).
- 10.4.5 Foreign allowances are non-accountable, meaning that no receipts and invoices need to be submitted to the Finance section. Only travel

and subsistence claims should be submitted for accounting and audit purposes.

10.4.6 Accommodation expenses, dry-cleaning and laundry expenses are not included in the non-accountable allowance. A Contracted Travel Agent will charge these costs directly to the municipal account or a traveller can claim these expenses.

10.4.7 The non-accountable allowance shall be used to cover meals and incidental expenses. There could be special circumstances that advance payments are granted to cover hotels cost. Should this be the case, these payments shall be based on the prescribed costs for local and international rates stipulated below.

10.4.8 A councillor must settle any other extra items before departure from the hotel.

10.4.9 Rates table: Applicable to Councillors only.

Allowance/Staff Categories		Rates
Accommodation- The Executive Mayor , Speaker, & Chief whip.		5 star (Unlimited)
Members of the Mayoral Committee		4 star hotel
Hotel Accommodation-Councillors.		4 star hotel.(Business trips only) (3 star hotel for attending classes and training)
Hotel Accommodation-Wherein Municipal councillors accommodation is not provided.		R350.00
Subsistence Allowance- Councillors:		
(i) A daily allowance for only incidental costs upon submission of proof of expenditure.		R100.00(Max)
(ii) A Sleep out allowance (out of office allowance.)		R150.00(Max)
(iii) Foreign daily allowance		As per the DPSA financials manual.
Breakfast	R45.00(Max)	Breakfast can only be claimed if not included in hotel arrangements.
Lunch	R80.00(Max)	More than five hours out of the office
Dinner	R120.00(Max)	Dinner can only be claimed when an Councillor returns to his/her residence after 19:00 or leave the place of work in the afternoon.
Refreshments	R40 (Max)	Per meal per person
Travel Reimbursement for Municipal Councillors		As per the National Department of Transport rates claimable after travelling in excess of 500km. Reimbursive kilometres are payable up to an engine capacity of 3000 cm ² .
Travel - The Executive Mayor Speaker, Chief Whip & Members of the Mayoral Committee		Car Rental Group D
Other municipal councillors		Group C Car Rental- Group B
Domestic Air Travel - All councillors including the Executive Mayor		Flight-Economy Class
International Air Travel- All councillors including the Executive Mayor		Flight – Business Class

10.5 Subsistence Reimbursement Conditions

- 10.5.1 Receipts of meals should be kept and attached to the claim form to be submitted to Corporate Service section. The Municipality will only pay for two (2) non-alcoholic drinks per meal per person. This condition is not applicable to councillors claiming fixed daily subsistence allowance.
- 10.5.2 Breakfast, lunch and dinner can only be claimed if not included in hotel arrangements.
- 10.5.3 Advances should be considered for all international trips in which cases, advances will be granted for expenses regarding meals, private transport, and special daily allowances.
- 10.5.4 The original Travel and Subsistence Advance form, a copy of Trip Authority form and the estimate of expenditure should be submitted to the Finance Section Ten (10) working days before the trip.

10.6 Domestic air travel

- 10.6.1 A councillor must complete the approval of official travel, travel plan and accommodation form.
- 10.6.2 The Executive Mayor must approve the trip before reservations are finalized and travel documents are issued.
- 10.6.3 Corporate Services must ensure that funds to undertake such a trip are available before expenditure on the trip could be authorised.
- 10.6.4 Corporate Services must forward the signed, approved and authorized form to Finance Section.
- 10.6.5 Travel arrangements shall be concluded after all the above steps have been followed.

10.7 International travel

- 10.7.1 A councillor travelling abroad must get prior approval from the Executive Mayor of Capricorn District Municipality in a form of memorandum detailing estimated expenditure as well as the availability of funds to be utilized in this regard.
- 10.7.2 Furthermore, expenditure authorization must be obtained from Corporate Services.
- 10.7.3 The Manager: Corporate Service must verify details of the visit.
- 10.7.4 A councillor must complete the approval of official travel, travel plan and accommodation form.
- 10.7.5 Corporate Services must ensure that funds to undertake such a trip are available before he/she could authorize expenditure on the trip.
- 10.7.6 A councillor must forward the signed, approved and authorized form to Corporate Services

10.7.7 Travel arrangements shall be concluded after the above steps have been followed.

10.8 Travel classes

10.8.1 Domestic travel

10.8.1.1 The Executive Mayor must travel in economy class .

10.8.1.2 The Speaker, Chief Whip and Members of the mayoral committee may travel in economy class .

10.8.1.3 Other members of the Council must also travel in economy class.

10.8.1.4 For a councillor who uses his vehicle where an air ticket can be provided, the amount of money equivalent to an air ticket would be paid to the said official.

10.8.2 International travel

10.8.2.1 The Executive Mayor must travel in business class.

10.8.2.2 The Speaker, Chief Whip and Members of the mayoral committee must travel in business.

10.8.2.3 Other councillors must also travel in business class.

11. Insurance cover

11.1 Domestic travel

11.1.1 Damages, losses, and/or theft of hired vehicle

11.1.2 CDM will purchase individual insurance policies through the Contracted Travel Agent to cover for the following damages.

11.1.3 Full damage to a vehicle, towing and assessor's charges. In the case of the vehicle being written-off or hijacked the full replacement value of a vehicle will be covered.

11.1.4 A councillor, who takes over a hired vehicle, shall ensure that any damage or deficiency is immediately brought to the attention of a car hire company. All damages (scratches, dents, etc.), missing equipments (jerk, spare wheel, etc.) must be noted on the vehicle checklist before an official drives-off.

11.1.5 A councillor must check the vehicle again and findings be noted on the vehicle checklist when the vehicle is returned to the car hire company. Should a case of damage, loss, deficiency or theft occur whilst the vehicle is on a trip, the official must report the matter to the nearest police station immediately, a report must be submitted to the rental agency

and on his/her, return to the Municipality must immediately inform the Corporate Service section in writing.

11.1.6 Should a councillor be involved in an accident while driving a hired vehicle, the accident report must be supplied to a car hire company and a copy thereof, must be supplied to the Corporate Service section.

11.1.7 A councillor who takes over a hired vehicle, must ensure that the following insurance covers had been included in his/her travel package 1. Super Damage Waiver (SDW). 2. Towing and 3. assessor's charges cover; and

11.1.8 Super Loss Waiver (SLW) for theft or hijackings cover.

11.2 Loss or theft of the official traveller's valuables

11.2.1 The Municipality will compensate a councillor for loss suffered through theft or loss of his/her valuables while on official travel trip.

11.2.1 A councillor must report the loss or theft to the nearest police station within 24 hours.

11.2.2 A case number; report on the loss or theft and supporting documents to substantiate the alleged value of the valuables must be submitted to the Corporate Service section.

11.2.3 Corporate Services will determine the amount for compensation.

11.3 International Travel Cover

11.3.1 The Municipality will purchase individual insurance policies with Contracted Travel Agent to cover the following:

- Medical expenditure
- Accidental death and permanent disability in air or on land.
- Personal liability
- Loss of valuables

11.3.1 A councillor must ensure that these insurance covers are included by a Contracted Travel Agent in the travel package.

11.3.2 A councillor must also request collision damage waiver and theft loss waiver insurance covers when arranging for hired vehicle with Contracted Travel Agent. The Municipality will be liable for excesses payment arising from a claim against the Municipality.

12 Special Travel Privileges and Obligations:

12.1 **Travelling with family members.**

- 12.1.1 Councillors with infants and children under the age of 3 will be allowed to travel with them and a helper, accommodation will be paid, on daily rates per unit and not as per person occupying the unit and a daily incidental and meals allowance of R250.00 be paid out to him/her.
- 12.1.2 Councillors living with disability will be allowed to travel with a helper and, accommodation will be paid.
- 12.1.3 Hosting institutions issuing invitations to councillors requiring them to be accompanied by their partners must indicate beforehand who the bearer of the cost (for the partner) will be.
- 12.1.4 When the function / invitation are in the interest of the institution, a subsistence claim can be claimed by a councillor to subsidise the cost towards an accompanying partner. Prior approval must however be obtained from the Executive Mayor
- 12.1.5 The mode of transport to be utilized will be on road transportation, claimed per travelling allowance provisions for one vehicle or proof of alternative transport be submitted.
- 12.1.6 Wherein it turns to be cheaper than on road transport for both parties, an alternative transport shall be approved by the Executive Mayor, and for trips beyond borders of SA, both the Executive Mayor and the Municipal Manager shall approve.

12.2 Travelling during serious illness or death

12.2.1 If a councillor, who is away from his place of work on official duty, finds that his/her health condition deteriorates to such an extent that he/she is unable to return to his place of work and the presence of his family is deemed essential at his/her bedside, his/her family (to the maximum of two family members) may travel to and from the place where he is being treated and be accommodated at the expense of Capricorn District Municipality.

12.2.2 This provision is subject to the recommendation of the medical practitioner or specialist in charge of the case, as well as approval by the Executive Mayor, or his/her delegate.

13. APPROVAL

This policy was approved by council on the 10th day of December 2010.

Signed by Phogole T.M. in his/her capacity as Acting Municipal Manager

On behalf of council, on the 15 of June 2011